



**CCB/ EYE CARE CARIBBEAN
CARIBBEAN COUNCIL FOR THE BLIND
&
THE FOUNDATION FOR EYE CARE IN THE CARIBBEAN**

**REGIONAL TRAINING PROGRAMME
FOR ADJUSTMENT TO BLINDNESS INSTRUCTORS/TECHNICIANS
(REHABILITATION FIELD OFFICERS)**

**COURSE EVALUATION FORM
EVALUATION OF IN-COUNTRY PRACTICUM: (12 weeks - 3 months).**

SPECIAL INSTRUCTIONS TO THE TRAINEE AND HIS/HER EVALUATOR.

(1) CASE LOAD:

Each Trainee must maintain a case load of six (6) clients.

(2) DEFINITION OF SUPERVISOR-EVALUATOR:

Each Trainee must be evaluated by the individual who supervised his/her in-country practicum activities.

(2.1) In the event of uncertainty, a Supervisor is defined as the individual with whom the Trainee met at regular intervals to discuss his/her work for a given period and plan activities for the upcoming period.

(3) REQUIRED FORMAT OF EVALUATION:

The evaluation must be based on this format and the scores must be based on the values included here below. The Trainee and the Supervisor must meet to complete the form.

(4) DEFINITION OF VALUES:

- 1 (very poor)
- 2 (poor)
- 3 (fair)
- 4 (good)
- 5 (very good)

(5) REQUIRED METHOD OF SCORING:

Before a score is given, the Trainee and his/her Supervisor must discuss the point being scored and (if possible) agree on the score to be given.

(5.1) If the Trainee and his/her Supervisor cannot agree, the

Supervisor shall score as he or she considers appropriate.

(6) CERTIFICATION OF EVALUATION EXERCISE:

At the end of the evaluation sheet, provision is made for both the Trainee and the Supervisor to make hand written comments regarding their feelings about the evaluation exercise. Where disagreements exist between the Trainee and the Supervisor, such disagreements must be included as part of such comments.

(7) Where the Supervisor is blind or visually impaired, he/she shall use the services of a Reader-Writer to read the evaluation sheet and enter the agreed scores. Blind or visually impaired Supervisors may use other methods, in addition to the services of a Reader/Writer.

OBJECTIVES OF THIS EVALUATION EXERCISE:

Trainees will be evaluated on their ability to:

- (1) Initiate Rehabilitation Services at the Community Level.
- (2) Counsel and or seek counselling services for each client.
- (3) Develop inter-personal relationships within the clients' family.
- (4) Evaluate each client's social and daily living skills and train clients accordingly.
- (5) Evaluate each client's orientation and mobility skills and train clients as required.
- (6) Assess client's direct employment circumstance and refer them to desired options.
- (7) Assess client's self-employment circumstance and refer them to community-based services.
- (8) Determine clients' community needs and counsel, guide and/or orientate Community Workers, accordingly.
- (9) Train Service Providers and Volunteers to help clients achieve their goals.
- (10) Establish and maintain useful client files.

The following represents the content and scoring options of this

evaluation. Please score your Trainee (s) in all ten areas.

1. Assess the Trainee's ability to initiate Rehabilitation Services at the community level i.e.

---Determine the number of persons who are blind or visually impaired in a community, and

---Introduce Rehabilitation Services to them.

SCORE THE TRAINEE'S PERFORMANCE IN THE FOLLOWING AREAS:

1.1 Ability to identify a clientele.

----1----2----3----4----5

Justify a score of one or five in the space provided below:

1.2 Ability to introduce service options to each client.

----1----2----3----4----5

Justify a score of one or five in the space provided below:

1.3 Ability to determine client's readiness for Rehabilitation Services.

----1----2----3----4----5

Justify a score of one or five in the space provided below:

1.4 Ability to refer persons whose circumstances does not allow them to take advantage of available Rehab Services.

----1----2----3----4----5

Justify a score of one or five in the space provided below:

2. Assess the Trainee's ability to counsel and/or seek counselling services for each client.

SCORE THE TRAINEE'S PERFORMANCE IN THE FOLLOWING AREAS:

2.1 Ability to help clients understand his/her cause of blindness.

----1----2----3----4----5

Justify a score of one or five in the space provided below:

2.2 Ability to help client determine prospects for restoration, stabilization or complete loss of sight.

----1----2----3----4----5

Justify a score of one or five in the space provided below:

—

2.3 Ability to, explore options for low vision aids with low vision clients.

----1----2----3----4----5

Justify a score of one or five in the space provided below:

2.4 Ability to help each client and his or her family learn more about how blind persons can function in their homes and communities.

----1----2----3----4----5

Justify a score of one or five in the space provided below:

2.5 Ability to invite professional or para-professionals to help with (counselling related) problems which the Trainee is unable to handle.

----1----2----3----4----5

Justify a score of one or five in the space provided below:

3.0 Assess the Trainee's ability to develop inter-personal arrangements within the clients' families in order to improve a client's social and functional standing within his/her family.

SCORE THE TRAINEE'S PERFORMANCE IN THE FOLLOWING AREAS:

3.1 Ability to help each client and his/her household to learn more about the client's cause of blindness and the challenges resulting from loss of sight:

----1----2----3----4----5

Justify a score of one or five in the space provided below:

3.2 Ability to help one or more members of the client's household to understand the objectives (goals) of the service being

provided by the Trainee.

----1----2----3----4----5

Justify a score of one or five in the space provided below:

3.3 Ability to get members of the client's household to acquire relevant rehab skills so that they can better help the client to adjust.

----1----2----3----4----5

Justify a score of one or five in the space provided below:

3.4 Ability to get members of the client's family-household to seek additional professional help in coping with the reality of a blind member of the household.

----1----2----3----4----5

Justify a score of one or five in the space provided below:

3.5 Ability to help clients accept the need to continue with the roles and responsibilities which they had before they became blind.

----1----2----3----4----5

Justify a score of one or five in the space provided below:

4.0 Assess the Trainee's ability to evaluate each client's social and daily living skills and train clients as required.

SCORE THE TRAINEE'S PERFORMANCE IN THE FOLLOWING AREAS:

4.1 Ability to take useful medical, social, training and employment history of each client:

----1----2----3----4----5

Justify a score of one or five in the space provided below:

4.2 Ability to determine client's social and daily living skills capabilities based on: the client's medical, social, training and employment history as well as observation of the client:

----1----2----3----4----5

Justify a score of one or five in the space provided below:

4.3 Ability to identify client's lack of social and daily living skills based on the client's: medical, social, training and employment history as well as observation of the client.

----1----2----3----4----5

Justify a score of one or five in the space provided below:

4.4 Ability to devise training goals with client based on the client's health concerns, lack of social and daily living skills or need for training or employment.

----1----2----3----4----5

Justify a score of one or five in the space provided below:

4.5 Ability to train clients in relevant areas of social and daily living skills based on training goals agreed with client.

----1----2----3----4----5

Justify a score of one or five in the space provided below:

5. Assess the Trainee's ability to evaluate each client's orientation and mobility skills and train clients as required

SCORE THE TRAINEE'S PERFORMANCE IN THE FOLLOWING AREAS:

5.1 Ability to determine client's orientation and mobility skills based on: the client's medical, social, training and employment history and observation of the client:

----1----2----3----4----5

Justify a score of one or five in the space provided below:

5.2 Ability to identify client's lack of orientation and mobility skills based on the client's: medical, social, training and employment history as well as observation of the client:

----1----2----3----4----5

Justify a score of one or five in the space provided below:

5.3 Ability to devise training goals with client based on the client's health concerns, lack of orientation and mobility skills or need for training, employment or recreation.

----1----2----3----4----5

Justify a score of one or five in the space provided below:

5.4 Ability to train clients in relevant areas of orientation and mobility skills based on training goals agreed with client.

----1----2----3----4----5

Justify a score of one or five in the space provided below:

5.5 Ability to use members of client's household and or community to reinforce client's orientation and mobility techniques.

----1----2----3----4----5

Justify a score of one or five in the space provided below:

6. Assess client's direct employment circumstance and (where required) refer clients to available or desired training or employment opportunities.

SCORE THE TRAINEE'S PERFORMANCE IN THE FOLLOWING AREAS:

6.1 Ability to determine client's employment skills and or expectations based on: the client's medical, social and vocational history and observation of the client:

----1----2----3----4----5

Justify a score of one or five in the space provided below:

6.2 Ability to identify client's lack of vocational training, experience and or expectations based on the client's: medical, social and vocational history and observation of the client:

----1----2----3----4----5

Justify a score of one or five in the space provided below.

6.3 Ability to identify available training and or employment opportunities in the client's community, and counsel client about such options:

---1----2----3----4----5

Justify a score of one or five in the space provided below:

6.4 Ability to refer clients to available training and or employment options, and facilitate their initial contacts.

----1----2----3----4----5

Justify a score of one or five in the space provided below:

6.5 Ability to support referred clients by counselling and guiding providers of training and or employment opportunities.

----1----2----3----4----5

Justify a score of one or five in the space provided below:

7.0 Assess client's self-employment circumstances and (where required) refer clients to Community-based Services which can help them develop small business (self-employment) activities:

SCORE THE TRAINEE'S PERFORMANCE IN THE FOLLOWING AREAS:

7.1 Ability to determine client's self-employment skills and or expectations based on: the client's medical, social, training, employment history and the client's present expectations.

----1----2----3---4----5

Justify a score of one or five in the space provided below:

7.2 Ability to identify client's lack of preparation to undertake self-employment activities, based on the client's: medical, social, training and employment history and observation of the client:

----1----2----3----4----5

Justify a score of one or five in the space provided below.

7.3 Ability to identify available self-employment opportunities in the client's community, and counsel client about such options:

----1----2----3----4----5

Justify a score of one or five in the space provided below:

7.4 Ability to refer clients to available self-employment options, and facilitate their initial contacts.

----1----2----3----4----5

Justify a score of one or five in the space provided below:

7.5 Ability to support referred clients by counselling, guiding and training providers of Self-employment Support Services.

----1----2----3----4----5

Justify a score of one or five in the space provided below:

8.0 Assess Trainee's ability to determine clients' community needs and counsel, guide or orientate Community Workers in order to give them the basic skills with which to work with blind or visually impaired persons.

SCORE THE TRAINEE'S PERFORMANCE IN THE FOLLOWING AREAS:

8.1 Ability to explore the social and community interests of a client and assist client to regain\establish such contacts if desired.

----1----2----3----4----5

Justify a score of one or five in the space provided below:

8.2 Ability to use one-to-one contacts to inform Service Providers in clients' communities of likely needs of blind and

visually impaired persons.

----1----2----3----4----5

Justify a score of one or five in the space provided below:

8.3 Ability to get Community-based Organizations to work together to improve clients' access to available community services.

----1----2----3----4----5

Justify a score of one or five in the space provided below:

8.4 Ability to get clients to use services which are available in their communities.

----1----2----3----4----5

Justify a score of one or five in the space provided below:

8.5 Ability to use the media to help Community Service Providers learn how blind or visually impaired persons can benefit from their services.

----1----2----3----4----5

Justify a score of one or five in the space provided below:

9.0 Assess the Trainee's ability to train and use Service Providers and Volunteers to help clients achieve their goals.

SCORE THE TRAINEE'S PERFORMANCE IN THE FOLLOWING AREAS:

9.1 Ability to identify Service Providers and Volunteers who will use any special training in their work with blind and visually impaired persons.

----1----2----3----4----5

Justify a score of one or five in the space provided below:

9.2 Ability to develop short training programme for Community-based Service Providers.

----1----2----3----4----5

Justify a score of one or five in the space provided below:

9.3 Ability to implement short training programmes for Community-based Service Providers.

----1----2----3----4----5

Justify a score of one or five in the space provided below:

9.4 Ability to use the services of Community-based Service Providers and Volunteers to support the training, vocational, employment, recreational-social goals of his/her clients:

----1----2----3----4----5

Justify a score of one or five in the space provided below:

9.5 Ability to work with employers of Community-based Service Providers to ensure that such organizations/individuals allow specially trained members of their staff to work with blind and visually impaired persons in their communities.

----1----2----3----4----5

Justify a score of one or five in the space provided below:

10. Assess the Trainee's ability to establish and maintain useful client files including the following:

SCORE THE TRAINEE'S PERFORMANCE IN THE FOLLOWING AREAS:

10.1 Ability to include and maintain the client's medical, social, training and employment history as part of the client's file:

----1----2----3----4----5

Justify a score of one or five in the space provided below:

10.2 Ability to work with client's to establish time limited counselling and or training goals, and to include such goals in a clear manner as part of the client's file:

----1----2----3----4----5

Justify a score of one or five in the space provided below:

10.3 Ability to report clearly on action taken during each client visit and to show the relationship of such action to goals agreed with the client.

----1----2----3----4----5

Justify a score of one or five in the space provided below:

10.4 Ability to show (in the client's file) connection between the Trainee's community activities and the goals agreed with the clients.

----1----2----3----4----5

Justify a score of one or five in the space provided below:

10.5 Ability to show clearly (in the client's file) the reason or reasons for "winding-down" the relationship between a client and Trainee.

----1----2----3----4----5

Justify a score of one or five in the space provided below:

THE FOLLOWING SECTION MUST BE COMPLETED BY THE TRAINEE'S SUPERVISOR

Total the ticked scores and enter the result as follows:

----Total of ticked scores____

----Divide total by 2.5 =____

Ans. = Trainee's Practicum score.

THE FOLLOWING IS A BREAK DOWN OF THE GRADE SCALE:

- 30 or less (Failure, no need to repeat Practicum)
- 31 to 40, (Failure, may repeat Practicum, if Employer is in agreement).
- 41 to 50 (C, Pass)
- 51 to 60 (B, Pass with credit)
- 61 and above (A, Pass with distinction).

COMMENTS BY SUPERVISOR AND TRAINEE:

TRAINEE'S COMMENTS: _____

TRAINEE'S NAME: _____ DATE: _____

SUPERVISOR'S COMMENTS: _____

SUPERVISOR'S NAME: _____ DATE: _____